



# PROPERTY INSPECTION REPORT FORM

## INSTRUCTIONS

This document is designed to provide guidance to an inspector on how to properly check the various boxes on the Property Inspection Report Form.

### **Per TREC rule (22 Tex. Admin. Code §535.223):**

An inspector is required to check the appropriate box for every item on the Property Inspection Report Form, to indicate whether that item was:

- (I) Inspected;
- (NI) Not Inspected;
- (NP) Not Present; or
- (D) Deficient

In addition to checking the appropriate boxes, an inspector **MUST** explain the inspector's findings for each item under the corresponding section of the form.

### **WHEN IS A PARTICULAR BOX APPROPRIATE?**

**(I) Inspected** – This box should be checked when any portion of a component or system is inspected.

**(NI) Not Inspected** – This box should be checked when a component or system:

- is present but is not inspected
- should be present but is not and as a result could not be inspected; or
- when a system or component is present but cannot be fully inspected due to existing conditions or limitations.

**(NP) Not Present** – This box should be checked when a component or system is not present in the dwelling.

**(D) Deficient** – This box **must be checked** when a component or system exhibits a “Deficiency” as defined by the Standards of Practice (22 Tex. Admin. Code §535.227 – 535.233):

Deficiency - In the reasonable judgment of the inspector, a condition that:

- adversely and materially affects the performance of a system, or component; or
- constitutes a hazard to life, limb, or property as specified by these standards of practice.



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### **CAN AN INSPECTOR CHECK MULTIPLE BOXES FOR A PARTICULAR COMPONENT OR SYSTEM?**

**YES.** An inspector may check more than one box for a particular system or component. The inspector **MUST** provide an explanation for why multiple boxes were checked. For example:

**“(I) Inspected” and “(D) Deficient”** - Both boxes should be checked any time a component or system is inspected and exhibits a deficiency.

**“(NP) Not Present” and “(NI) Not Inspected”** - Both boxes should be checked anytime a component or system should be present, but is not, and was not inspected as a result.

**NOTE:** An inspector may also need to check **“(D) Deficient”** if absence of component or system results in a deficiency.

**“(NI) Not Inspected” and “(D) Deficient”** - Both boxes should be checked any time a component or system is present but is not inspected because of the judgment of the inspector and the reason it was not inspected meets the definition of a deficiency.

**“(I) Inspected” and “(NI) Not Inspected”** - Both boxes should be checked when a component or system is only partially inspected. The inspector must explain what portions were inspected and not inspected, and why.

**NOTE:** An inspector may also need to check **“(D) Deficiency”** if the reason both boxes are checked results in a definition of a deficiency.

### **DO I NEED TO USE THE PROPERTY INSPECTION REPORT FORM WHEN CONDUCTING A SINGLE ITEM INSPECTION?**

**YES.** If the inspection is conducted for a real estate transaction, or potential real estate transaction, you must use the Property Inspection Report Form for any inspection, including a single item inspection.

When doing a single item inspection, simply fill out the form as required for the items you did inspect and check **“(NI) Not Inspected”** for those items you did not inspect. Explain that the item was not inspected because you conducted a single item inspection of the property. **Do not delete any required sections from the report.**

### **DO I NEED TO USE THE PROPERTY INSPECTION REPORT FORM FOR REINSPCTIONS?**

**NO.** The Property Inspection Report Form is not required when an inspector reinspects the property that was the subject of the original inspection and for same client.